

U.S Army Corps Of Engineers  
ENG 4345 Permit Application  
Video Script - 03-Feb-10

**TRANSCRIPT**

Hi there, I'm Debra and welcome to the US Army Corps of Engineers permit application video.

The purpose of this presentation is to walk you through the US Army Corps of Engineers permit application form, so that you can see what information you need to fill out when submitting your permit request.

I'll also provide you with some key tips and resources, to help you with your submittal.

As you're probably already aware, the US Army Corps of Engineers requires permits for building or developing on regulated wetlands and waters.

Now before we get started, if you want, you can download a blank copy of the application to your computer from our website.

I also want to let you know, that if you have any questions or feel you need more information ....you can always contact your local Corps office directly.

What's great is there's a lot of different ways to reach us! There's email, mail, phone or fax.

However regardless of the method you choose...remember... we'll always be glad to help you in any way possible.

OK so this is the simplified two page application form.

Now if you notice, **Blocks 1 through 4** will be filled out by the Corps... so obviously you can just skip this part.

The first place we need your input is right here in **Blocks 5 through 7**.

In these blocks, you need to provide us with some general information about the property owner. Now, the owner can either be an individual or a corporation.

With that said, if you own the property... you need to fill in your name, email, address, phone number and fax.

Now let's say someone other than the current legal owner is to receive the permit... Like an agent for example who is acting as a liaison between you, the applicant, and the Corps.

In that case, the information required for **Blocks 8 through 10** need to be filled out by the agent, or any other person working for the owner.

That brings us to **Block 11**, which you'll need to sign if you're designating someone else to act as an agent.

Your signature not only authorizes that person to act on your behalf... but they can also be responsible for providing any additional information needed to process your application.

So... we're done with the basic information....So far so good, right? OK... now moving on to **Blocks 12 through 15**.

Here we need the project name or title.

The title in particular should give us an idea of the kind of project you're developing.

For example... "Wellington Shopping Center," or "Preserve Estates Subdivision"... See what I mean by the title revealing what the purpose of the project is?

We also need the name of the body of water - if you happen to know that... along with the street address, if applicable, and the project's latitude and longitude.

Now, if you're still not sure about something or happen to leave anything blank... don't worry, the Corps will contact you to request any missing information.

Moving right along to **Block 16**. Here you need to provide any other location descriptions. If you know what they are, please list them.

**Block 16** also requires your State Tax Parcel ID along with the street address, county, section, township and range.

**Now here's a tip:** Typically this information can be found on mortgage closing paperwork, or legal property description.

The reason we ask for it here, is because sometimes the project location may be different from the property owner's mailing address.

If you're unsure about this or anything else, you can always contact your local Corps office. We'll be glad to assist you.

**Block 17** requires directions to the site...so please be as specific as possible with your driving instructions.

For example tell us the distances from any landmark or known location that makes it easier to get to your project site.

You can even list the highway mile markers, or refer to geographical locations.

Here, in **Block 18**, you need to state the nature of the activity...plus give a description of the project and its features.

For a project description....here's what we had in mind ... "To develop seven-one acre single-family residential lots, with a children's park, road and utility infrastructure, and a storm water treatment system."

So let's say you're building a dam or revetment. You'll need to state the types of materials you're building with... and any important structural measurements, as well.

If any excavation is taking place...we'll also need the length, width and height of what you're doing.

Oh and here's a couple more things...

Let us know if you're going to discharge any dredged or fill material... and describe anything being built on fill, piles, or float-supported platforms.

**Block 19** needs you to describe the purpose of the project.

Remember to include a brief description of any related activities that you might be developing, based on your proposal...

...And for any work being done, make sure to list the approximate start and end dates.

Oh and just another reminder ...You can always contact your local Corps office by email, phone or fax if at anytime you need help or have questions. We'll be happy to assist you.

Ok, let's continue on to **Blocks 20 through 23**.

Now these blocks, depending on your project, might not apply to you. That's because the blocks here deal with dredging and/or any fill materials that need to be discharged.

So if your project requires anything like this, then in **Block 20** you need to fill out the reason or reasons for the discharge.

In **Block 21** you need to state the type or types of discharge... along with the amounts in cubic yards. Kinds of materials that are usually discharged, include things like rock, sand, concrete or clay.

**Here's a Tip:** Make sure your illustrations match your description of what's being discharged.

Now if you happen to be filling in wetlands or other types of Waters, let's take a look at **Block 22**. As you can see, you're required to list in acres or linear feet, the amount of surface area being displaced.

Take note that at each location we're going to need a description of the area being filled in...and the dredging method. For example are you using a backhoe... or a dragline?

Now in the case of dredged material being discharged to an upland site ...you'll need to identify that site... and if required, how you're going to prevent any runoff from going back into the water body.

If you need more space on the application, just attach an extra paper and label it **Block 22**.

This takes us to **Block 23**...which calls for a description of how you intend to avoid, minimize and compensate for the impact your project would have on regulated waters.

**Now here's a tip:** You always want to reduce your impact on any aquatic resource as much as possible.

For example, say you're building a dock over submerged aquatic vegetation and possibly blocking the sun and prohibiting growth. In that case you might consider placing the dock over the least amount of vegetation.

It's critical that your impact on any regulated waters is minimized to the greatest extent possible...This way you're still able to meet your project's basic purpose.

Now regarding compensation... this refers to how you will make up for any ecological changes resulting from your proposal's impact on any regulated waters.

Bear in mind with your particular project you can also describe to us why you feel compensatory mitigation is unnecessary.

I realize that this is a lot of information to take in. That's why if you need anything clarified, don't hesitate to contact your local Corps office.

All it takes is an email, phone, fax or regular mail. Your choice... Our pleasure.

Next, let's move on to **Block 24**.

This asks if any of the work has been completed. If you check yes, please describe the finished work.

This includes things like a description of the developed area... what type of structures have been finished... and any discharging of dredged or fill materials.

If you're filling a wetland or another type of water body, you can give us the filled amount in either acres or square feet.

Oh and one more thing... if you already have an existing Corps permit for any work you've already done, if possible, please let us know the Corps permit number.

**Block 25** requests that you provide the addresses of any public or private adjacent property owners.

This way they can be notified, typically by public notice, about the type of work being proposed. Again, you can always attach a supplemental list to your application if you need more space, just make sure you label it **Block 25**.

Now regarding **Block 26**... You probably already realize that whenever developing these types of projects, there's a good chance you're going to need approval by various government agencies on different levels.

That is why here you need to list any certifications for work you've described in this application. That includes any approvals or denials whether from the Federal, state, or local government.

And here's some good news... it's not necessary to have any of these other permits before applying for your Corps permit.

Before we move on, let's take a closer look at the "Type of Approval," request. Notice that it can include, but isn't restricted to, zoning, building and flood-plain permits.

Just so you know, I want to make sure you're aware of everything... so that your submission is complete.

OK **Block 27** is the final portion of the application. Here's where you sign and date the form.

Remember if there's an agent who is authorized to work on your behalf, make sure to provide their signature.

And FYI... any authorized party receiving the permit is also responsible for complying with things like mitigation or any other special conditions needed for approval.

We're just about finished except for some additional supplemental information you'll need for the actual permit review process.

What's required will vary from state to state and also depend on your particular project... But at least it'll give you a head start.

Besides we'll contact you at a later date in case you happen to miss anything.

Now some of the additional things you'll need, generally include drawings and other information.

For example, you'll need to provide a Vicinity Map of the property location and planned construction area. Don't forget to include driving directions.

You'll also need to submit the Plan-View and Cross-Sectional Drawings of the proposed construction.

Please refer to the checklist link within the training module for a detailed list of required information.

Now bear in mind because each application is as unique as the project proposal... all these items may not apply to your situation. So let me stress again, if you have any questions don't hesitate to contact your local Corps office.

Well congratulations! You're now ready to submit the application to your local Corps Regulatory Office. And you know what???...It won't be long until you hear from us.

Thanks for your time today it was a pleasure helping you and good luck with your proposal!